


June 4, 2010

To: Mayor Roseann Minnet
Vice Mayor Stuart Dodd
Commissioner Birute Ann Clottey
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Interim Town Manager 

Subject: Town Manager's Report

List of Assignments/Projects

Attached is the updated list of pending assignments and projects. (Abbreviations in the spreadsheet are TC for Town Commission and TA for Town Attorney.) I have added a number of issues where I believe we need to improve internal policies, procedures and efficiency. I am certain there are still some items missing, but I will continue to update the spreadsheet as I review files and past Commission meeting minutes.

Former Town Manager and Assistant Town Manager Issues

Last week I provided you a copy of the letter I sent to former Town Manager Colon requesting reimbursement of the \$69,000+ she was overpaid. She was asked in that letter to remit payment by 5 pm Monday, June 7th. I will update you at Tuesday's Commission meeting as to whether we receive reimbursement or a response. If Ms. Colon does not respond by the requested time, it is my recommendation that the matter be turned over to the Town Attorney to pursue collection of the monies owed the Town through legal means.

I also wanted to alert the Commission to an error on dates in the report I submitted on the Colon payout. I indicated in the report that Ms. Colon had been paid for two days worked, April 26 and April 27. Those dates should have read April 19 and 20. This does not affect the calculation of the overpayment and I have corrected the error in the file copy.

The Commission had directed that John Olinzock's final payout not be made until the inquiry into Colon's payout was complete. Mr. Olinzock has been compensated only for the days he actually worked, but not for any accumulated leave or severance pay. He has 103.4 hours of vacation leave and 288.60 hours of sick leave accumulated. His hourly rate of pay at the time of his dismissal was \$38.6351. The Town Attorney has briefed each of you on the issues regarding Mr. Olinzock's dismissal, his appointment letter, and the personnel rules. We await your direction on how to proceed with Mr. Olinzock.

Newsletter

The Town newsletter is at the printers and will be distributed next week. It features the 4th of July celebration, a contest to encourage ridership on the Pelican Hopper, news of the Mayor's availability to meet with citizens on a regular schedule, and the flood preparation information we are required to publish several times a year.

Memorial Day

Interim Assistant Town Manager Bud Bentley and I walked the downtown and beach area on Memorial Day to get a first-hand look at one of the Town's major celebrations. Bud then held a post-event meeting with Town personnel and our public safety contractors to evaluate how things went on Memorial Day and what we can do to improve this and other major events from the Town's perspective in the future. There are some issues with parking along El Mar that will need to be addressed in the future as cars remained parked on the street many hours after the event ended.

Beach Bathrooms

The Commission had asked to discuss beach bathrooms at the June 8th meeting. We have done some field visits to look at different possible sites for bathrooms, but staff needs more time to research the various options and the costs involved. We recognize the Commission has indicated this project is a priority and would like to reschedule it for discussion at the July 14 roundtable meeting so that we can bring you enough information for you to make an informed decision.

Public Record Requests

We are receiving many public records requests related to recent termination actions, and some involve a good deal of work together the information requested, so it is affecting our ability to respond quickly and still get priority work done. I advise the Commission of this so that you are aware that our turnaround time on fulfilling public records requests may not be as fast as it has been in the past.

Revised Format for Monthly Finance Report

Members of the Commission requested that the monthly Finance report reflect revenues and expenditures for the prior fiscal year and the year to date budget, in order to provide a way to compare the current financial data to budget and past history. We have included the past history (April 2009) in the April 2010 Finance report, which is attached. It reflects the revenues and expenditures up through April in the past fiscal year. The finance system does not have a report that will capture that data automatically, so we have to manually load it in and will have to do that every month. It is a laborious process and, when account titles or the organization structure change between fiscal years, it will require some manipulation of the data. It would be much simpler to give you the actual total revenues

and expenditures for the last fiscal year, but that won't give you the type of real time comparison you are seeking.

We budget on an annual basis, not on a monthly basis, so the only way we could insert a column which would reflect budget year-to-date would be to simply divide the budgeted amount for each line item by twelve months, and multiply it by the number of months that have elapsed in the current fiscal year. I don't believe that will be a very meaningful figure for many accounts, as actual expenditures and revenues can vary quite significantly from month to month, or quarter to quarter, and do not neatly fall into 1/12 increments. Because of those issues, we did not include a year-to-date budget column in the report.